


18 February 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH: Leslie C. Dirks
Deputy Director for Science and Technology

Harry E. Fitzwater
Director of Personnel Policy, Planning and
Management

FROM:


Chairman, DDS&T Senior Secretarial Career Service
Panel

STAT

SUBJECT: Suggested Revision to DDS&T/SSCSP Procedures

- REFERENCES:
- (A) Memorandum For: Career Service Chairmen;
Subject: Establishment of Career Service
Panels for the Career Management of Secre-
tarial and Clerical Personnel, dated
13 April 1978
 - (B) Memorandum For: Career Service Chairmen;
Subject: Precepts for CIA Personnel Evalua-
tion Boards and Panels, dated 22 May 1980

1. Background. In accordance with the procedures outlined in Reference (A), the DDS&T Senior Secretarial Career Service Panel (SSCSP) has completed two annual evaluations for value-to-service (performance) and two evaluations for promotions. The Panel has also forwarded recommendations for selection to vacancies for a total of 17 positions to date. While DDS&T secretaries, GS-08 and above, have found value in the selection for vacancy process, they have on many occasions expressed reservations about all other aspects of the Panel process—rankings, evaluations, training recommendations, counseling, and the Panel's career management responsibility in general. In light of these reservations, the fact that in the past two and one-half years of the

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Panel's existence only one DDS&T secretary has queried the SSCSP or its individual membership regarding ranking or promotion possibility, and the number of manhours involved in the evaluation/ranking process, *Ranking suggested only for promotion*, the SSCSP met with the entire GS-08 and above secretarial complement. The purpose of that meeting was to solicit their views on current Panel policy and suggestions for improved procedures. The opinions and recommendations for change presented by the 31-member group (identified at Tab A) can be summarized as follows:

° Evaluations for Value-to-Service, Performance/Rankings.

Unanimous agreement in their disinterest in and lack of usefulness of Panel rankings. Recommendation: The DDS&T senior secretaries unanimously agreed that the Panel rankings be discontinued. In lieu of the collective panel ranking, the immediate supervisor *(value to agency)* should be responsible for assigning individuals an evaluation descriptor and providing appropriate counseling with regard to the employees' performance relative to O/PPPM's standard evaluation factors (listed at Tab B). *read
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- ° Evaluations for Promotion. Unanimous in their view that SSCSP promotion recommendations were meaningless as long as headroom remained as one criterion for promotion. Recommendation: Employee promotions should simply be initiated and forwarded by the secretaries' immediate supervisor through the Office Director to the A/DDS&T for final approval (as specified in Reference B)); further the A/DDS&T may seek the counsel of the SSCSP. The SSCSP will, on a semi-annual basis, review promotion opportunities to assure that equities are preserved. *not*

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- ° Selection for Vacancies. Unanimous agreement that the selection for vacancy process assured all applicants an equal opportunity in the competition for job vacancies. Recommendation: The SSCSP continue to provide supervisors with their selection of the most qualified applicants, listed in rank order, for their consideration in filling the job vacancy.

2. The SSCSP believes that if the modifications as proposed above are implemented, the effective career management of DDS&T secretaries will continue to be protected and the expenditure of significant time and effort by the Panel in what is viewed to be a non-productive activity will be eliminated.

3. I strongly urge you to consider and approve the modified procedures as listed above. I would be pleased to provide additional details at your earliest convenience.

CONCUR:

STAT

Leslie C. Dirks
Chairman, R Career Service

Date

Harry E. Fitzwater
Director, Personnel Policy, Planning
and Management

Date

APPROVED: